

| Pg/ Slide # |  | Revision                         |
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|             |  | <i>Student Guide (V8_010610)</i> |

**Class TM310**  
**Date 01062010**

**Page 1**

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|------------|----|---|
|            |    | <i>Student Guide (V7_01062010)</i>  |
|            | 13 | Added IT2013- Quota Corrections   |
|            | 14 | Changes screen shot to just Display Actions (0000)  |
|            | 8  | Added tasks after Leave Administration  |
| 15         | 15 | Change screen shot to just Display Organizational Assignment (0001). 10 bullet points added. This was originally on pg 14 |
| 20         | 21 | Now pg 21- last 2 bullet points about LOA deleted and a paragraph added   |
| 21         |    | Old page 21deleted  |
| 22         |    | Removed Substitution infotype 2003 from first paragraph. Added last paragraph   |
| 23         |    | Added last paragraph  |
| 24         | 24 | Screen print and notes IT2013   |
|            | 25 | Added Gap Hours IT9017 to list  |
| 31,32      |    | Removed paragraph for Z004, Z005 and Z006   |
| 32         | 32 | Removed Z009 paragraph and moved pg 31<br>Added notes and screen print IT9017   |
| 35         |    | In paragraph 2- changed use to record and approve   |
|            | 37 | Added Quota Type 21- Gap hours  |
| 38         | 38 | Added Gap Hours Bucket and in notes list  |
| 54         |    | Added the reference to the Adverse Weather job aids   |
| 55         |    | Added bullet point Compensated under Absence quotas tab   |
| 58         |    | Added BEACON help links for shared leave  |

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|----|----|---|
| 59 |    | Deleted all notes. Added a paragraph about quota corrections should not be a standard practice.   |
| 60 | 60 | Added slide and notes   |
| 61 | 61 | Changed content of last paragraph. Added additional reason to make an adjustment  |
| 62 | 62 | Added- new information on Negative quotas   |
| 63 | 63 | Demonstration changed to military leave   |
|    | 64 | Changed to Military leave Training  |
|    |    | Exercise 2:5 deleted and it is page 63 in old version. 2.5 in new version is pg 68  |
|    | 68 | Added BEACON Help link quota adjustments- on pg 64 on old version. New version pg 62.<br><br>Exercise 2:5 added back- Separation action |

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|            |    | <i>Student Guide (V8_010610)</i>   |
| 71         |    | Link on VSL Policy – old version pg 68   |
|            | 76 | Old version slide 73- added verbiage about deselecting FMLA absences when using leave. |
| 90         | 90 | Added about PT_BAL00   |
|            | 91 | Added notes about transaction PT_QTA10 on pg 87 old version                            |
|            | 92 | Updated time statement screen shot   |
| 101        |    | Deleted page   |
| 102        |    | Updated Best Shared Services Link  |
|            |    | <i>Exercise Guide (01/06/10)</i>   |
| 8,9        |    | Removed exercise 2.5-changed page #s in table of contents to reflect.                  |
|            |    | Exercise 2.3 changed to quota adjustment-military training leave                       |
|            |    | Added back 2:5 exercise for Quota Adjustment Separation Action                         |

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